

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Public Buildings Director
Department: Public Buildings
Appointing Authority: Town Administrator
Affiliation: Non-Union
Grade: N-11
Personnel Board Approved: 1/27/14

Summary of Duties

Professional, administrative, and supervisory work in planning, directing, managing and overseeing the building construction, remodeling, maintenance and custodial operations of Town and School Buildings; advises oversight boards and committees on design construction and renovations of all buildings; all other related work as required.

Supervision Received

Reports to the Town Administrator and works under the general direction of the Town Administrator and the Superintendent of Schools. Performs highly responsible functions requiring the exercise of broad discretion and considerable independent judgment in planning, directing, managing and overseeing the operations of Town and School buildings. Works independently, receives administrative and policy direction.

Supervision Exercised

Supervises and directs the Facilities Manager and maintenance and custodial staffs; oversees the work of outside contractors as required.

Job Environment

Office work is performed under typical office conditions with frequent interruptions; frequent exposure to variable outdoor weather conditions; hazards associated with construction sites and cleaning materials.

Attends evening and/or weekend meetings as required.

Operates a personal computer and standard office equipment; may use small equipment and hand tools as needed.

Has frequent interaction with business contacts, contractors, Town and School personnel, Town and School boards and committees and building patrons; contacts are in person, by phone or in writing and involve discussing related building information, building projects, service requests and resolving problems. Close cooperation, coordination, and collaboration may be required with other departments due to overlapping projects and jurisdictions.

Has access to department-related confidential information; has access to department personnel files.

Errors in decisions could result in lower standards of service, sub-standard facilities, inadequate maintenance programs and endangerment to public safety; errors in supervisory and financial decisions could result in excessive costs for both Town and School budgets.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

In accord with applicable federal, state and local by-laws and established policies and procedures, administers, directs, plans, organizes and supervises all operations for Town and School building construction, remodeling, maintenance and custodial operations.

Provides technical advice to Town and School boards, committees and officials regarding the design and construction of Town and School buildings to include new construction, remodeling and major renovations; may serve as the Clerk of the Works on building projects.

May serve as the Owner's Project Manager (OPM) on all construction projects in excess of \$1.5 million as required by the Construction Reform Acts of 2004.

Develops and reviews bids, plans, specifications and construction work for the building of, remodeling of or major renovations to Town and School buildings; reviews projects to ensure compliance with specifications.

Evaluates conditions of facilities, develops long-term and short-term capital improvement and maintenance plans; establishes departmental priorities to meet the goals of Town and School officials with respect to building needs; develops and implements policies and procedures.

Maintains cooperative relationships with all Town departments for purposes of enhancing efficiency, productivity and morale.

Prepares and recommends the department operating budget; tracks and reviews related departmental expenses, including, but not limited to, Town-wide utilities, communication systems, materials, equipment, repairs, maintenance contracts, supplies and related personnel expenditures for the operation of the department.

Working with the School Business Manager, Department Heads and relevant oversight boards, develops, prepares and recommends 1-year and 5-year capital expenditure plans for all School/Town buildings and structures; in conjunction with the School Committee and the Permanent Municipal Building Committee, plans and anticipates capital opportunities renovations and new building projects; attends various board meetings as required.

Responsible for the procurement of School/Town materials, equipment and supplies; prepares specifications, reviews and, where authorized, awards service and maintenance contracts; oversees all contracted services for adherence to specifications and completeness.

Directs, leads, motivates, staffs, schedules, and provides overall supervision and training for department personnel; prepares and conducts performance evaluations, disciplinary actions and other personnel actions; responsible for the implementation and administration of union contracts in concert with the Human Resources Director; serves as a member of the School/Town's negotiating team for the purpose of collective bargaining; recommends the hiring and firing of all department personnel to the Superintendent of Schools and Town Administrator.

Prepares correspondence, reports and documents that may involve research and analysis.

Responds to and coordinates emergency situations on a 24-hour basis.

Performs similar or related work as required.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in engineering, construction, facilities management or a related field.

Experience:

Seven (7) years of experience in related engineering, building construction or facilities management of which at least three (3) years is in a management/supervisory position.

Substitutions:

An equivalent combination of education and experience.

Licenses/Certificates:

Must possess a valid driver's license.

Knowledge, Abilities and Skills:

Working knowledge of building construction techniques and practices.

Working knowledge of building systems, i.e., HVAC, alarms, security, utilities, etc.

Working knowledge of state procurement laws.

Demonstrated ability to manage a variety of responsibilities under variable conditions.

Ability to read and interpret blueprints, floor plans and specifications.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle problems and respond in emergency situations.

Skill in developing and implementing policies and procedures.

Good organizational, planning and budgetary skills.

Excellent communication skills

Physical Requirements

Moderate physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 60 pounds. Requires good close, distant, and peripheral vision, and depth perception. Ability to work under varying weather, construction and remodeling conditions.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.